

SUBJECT: 2003 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 3/00) Covering Calendar Year 2002

NEW MATERIAL: The Ethics in Government Act of 1978, as amended, requires certain, generally senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report) annually by May 15th for the prior calendar year. However, filers are encouraged to file their reports well in advance of this deadline. The process is basically the same as it was last May.

POLICY-REMINDER

USAID/General Notice
GC/EA
04/30/2003

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1. **WHO MUST FILE?** Anyone who served more than 60 days in CY 2002 in the following positions: Presidential appointees, Senior Foreign Service Officers; Members of the Senior Executive Service, Schedule Cs (except drivers and secretaries); employees who encumber SFS positions, regardless of personal rank; AD employees above grade 15; employees occupying SMG positions; PSC employees who have a rank equivalent of SFS, SES, or AD-18; and Special Government Employees (e.g. expert consultants) who earn over \$391.64/day.

2. **WHAT?** All the above employees must file the SF-278 (Rev. 3/00). For overseas filers, EXOs will be responsible for distributing the SF-278s and related materials; Mission Controllers will then conduct an intermediate review and complete the intermediate review sheet. In those posts where there is no Controller, the form should be sent for intermediate review to the Regional Controller who handles your post, or, if none, directly to GC/EA. Use of expedited means of transmittal is encouraged in view of the filing deadlines. In AID/W, the AMS will be responsible for distributing the SF-278s and related materials, as well as collecting and forwarding completed reports to GC/EA, where the intermediate review and final certification will be completed. Detailed guidance has been provided to EXOs and AMS officers

3. WHEN? FORMS MUST BE RECEIVED IN GC/EA NO LATER THAN MAY 15, 2003 to avoid a LATE FILING FEE OF \$200. Employees are entitled to request a filing extension, but only for good cause, for up to 45 days beyond the original due date of May 15. The Designated Agency Ethics Official (DAEO) may grant an additional 45 days in extraordinary circumstances. Requests must be made in writing to Linda Greiner, GC/EA, Room 6.06-041 RRB by May 6 (can also be e-mailed or faxed to 202/216-3058). PLEASE NOTE: Employees planning on terminating their employment or retiring after July 1, 2003 (but within 90 days from May 15, 2003) should request a full 90-day extension to allow themselves to file a combined annual/termination report.

FYI: Employees are required to file a termination report within 30 days of the date of departure from a covered position unless entering another covered position within 30 days. Employees are also required to file a new entrant report within 30 days of entering a covered position unless coming from another covered position within a 30 day period. Filing the requisite report in a timely manner is the responsibility of each employee.

4. WHERE? Please ensure that your report is forwarded with completed evaluation and review sheet (intermediate review sheet) and any required disqualification statements or requests for waivers to GC/EA, Sarah Taylor or Linda Greiner, at address below.

(Waivers and disqualification statements should be addressed to Mr. Arnold Haiman, GC/EA).

5. FOR INFORMATION AND ASSISTANCE: Contact Sarah Taylor, GC/EA, (202) 712-5228, Room 6.06-032, RRB or Linda Greiner, GC/EA, (202) 712-0151, Room 6.06-041, RRB.

Notice 0462

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